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**REQUEST FOR PROPOSAL**

**PAPER WIPES**

**RFP #18-13**

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Notice is hereby given that Connecticut Transit (**CT**TRANSIT) is requesting Proposals from outside organizations to provide Paper Wipes for our Hartford, New Haven and Stamford Divisions.  The H.N.S. Management Company, Inc. (d/b/a **CT**TRANSIT) is a Subsidiary Corporation of First Transit Group, Inc. established as the legal entity to perform a service contract with the State of Connecticut.

Services shall be based on all provisions, conditions, instructions and specifications as outlined in the Proposal. Forms, instructions and specifications are available from the Purchasing Department of **CT**TRANSIT; by emailing Proposers complete company information (company name, address, telephone number, fax number, contact person and email address) to bsheridan@cttransit.com or by calling Bonnie Sheridan, Purchasing & Contracts Officer (PCO), (860) 707-1276.  Proposal clarifications, questions and/or suggestions and samples will be received until **10:00 am Thursday, February 14, 2013** and Proposals are due on or before **2:00 pm Tuesday, March 12, 2013**.  Sealed Proposals should be clearly marked **"RFP #18-13" "PAPER WIPES"** in capital letters and sent to the attention of Bonnie Sheridan, Purchasing & Contracts Officer at PO Box 66, Hartford, CT 06141-0066 or 100 Leibert Road, Hartford, CT 06120 for hand delivery.  Any Proposal received thereafter shall not be considered and will be returned to the Proposer.  It is the responsibility of the Proposer to assure that its Proposal arrives at the designated location and person by the specified time stated above.

Issuance of the Request for Proposal does not commit **CT**TRANSIT to award any contract.  **CT**TRANSIT reserves the right to waive any irregularities and formalities, to reject any and all Proposals submitted, to re-advertise and to make contracts in the best interest of **CT**TRANSIT and/or the Department of Transportation of the State of Connecticut.

Bonnie Sheridan
Purchasing & Contracts Officer

**An Affirmative Action—Equal Opportunity Employer**